

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, April 6, 2015 – 6:00 p.m.

PRESENT: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Zoraya Pena, Member; Jorge E. Leal, Member. **ALSO PRESENT:** Karen Callejo, Assistant City Attorney; Gelien Perez, Acting Human Resources Director; and Brenda Jackson. **ABSENT:** Norberto Alvarez.

AGENDA

1. Request to approve the minutes of the March 2, 2015 Personnel Board meeting.

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro -Ameneiro. Passed by unanimous vote.

2. Request to approve **Leave with Pay**, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received March 2015.

- | | |
|---------------------|---------------------------------|
| 1. Vanessa Ferrando | Communications & Special Events |
| 2. Nereida Queiros | Education & Community Services |
| 3. Brad LaViolette | Fire Department |
| 4. Mark Sanchez | Fire Department |
| 5. Jacques Gazzola | Fire Department |
| 6. Fritz Janvier | Police Department |
| 7. Beverly Medina | Police Department |
| 8. Henderson Gray | Public Works Department |

APPROVED. Motion by Ms. Ferro –Ameneiro. Second by Mr. Leal. Passed by unanimous vote.

3. Report of **Leave without Pay** for March 2015.

SO NOTED

4. Report of **Civil Service Appointments** for March 2015.

SO NOTED

5. Report of **Civil Service Resignations** for March 2015.

- | | |
|----------------------------|---|
| 1. Damaris Lozano | Education & Community Services Department |
| 2. Brigida Rodriguez-Bosch | Human Resources Department |
| 3. Mauricio Escarra | Police Department |
| 4. Raul Suau | Police Department |
| 5. Dayami Solar | Public Works Department |

SO NOTED

6. Report of **Maternal/Paternal Leave** for March 2015.

- | | |
|-----------------------|-------------------|
| 1. Kevin Coney | Fire Department |
| 2. Jose Guzman | Fire Department |
| 3. Jean Paul DiPietro | Police Department |
| 4. Jeannie Hernandez | Police Department |
| 5. Phillip Kennedy | Police Department |

SO NOTED

7. Report of **Leave of Absence** for March 2015. **None**

8. Request to certify the eligibility list for **Accounting Clerk II.**

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

9. Request to certify the eligibility list for **Clerk Typist I.**

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

10. Request to certify the eligibility list for **Clerk Typist II.**

APPROVED. Motion by Ms. Pena. Second by Mr. Leal. Passed by unanimous vote.

11. Request to certify the eligibility list for **Community Development Representative.**

APPROVED. Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

12. Request to certify the eligibility list for **Customer Service Representative (A).**

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Leal. Passed by unanimous vote.

13. Request to approve the new job description and conduct a Civil Service exam for the **Community Development Administrative Officer** position with the following criteria:

- a. In-house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the **new** job description and **resume** are attached. (No eligibility list on file)

Range 01 – Management

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Leal. Passed by unanimous vote.

14. Request to approve the new job description and conduct a Civil Service exam for the **Director of Grants & Human Services** position with the following criteria:

- a. In-house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the **new** job description and **resume** are attached. (No eligibility list on file)

Range 02 – Management

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Leal. Passed by unanimous vote.

15. Request to approve the revised job description and conduct a Civil Service exam for the Purchasing Supervisor position with the following criteria:

- a. In-house, non-competitive
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a combined minimum score 70% to be placed on the eligibility list.

Copies of revised job description, resume and eligibility list are attached.

Range 51 - \$1269 - \$2587 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

16. Request to hear Unfinished Business.

APPROVED. Motion by Ms. Pena. Second by Ferro-Ameneiro. Passed by unanimous vote.

- 16a. Request to approve the revised job description and conduct a Civil Service exam for the Streets Maintenance Foreman position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a combined minimum score 70% to be placed on the eligibility list.

Copy of **revised** job description. No eligibility list on file.

Range 49 - \$1094 - \$2309 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

- 16b. Request to approve the job description for the new civil service classification of Utility Billing Clerk.

Copy of **new** job description reflecting recommendations made by the Personnel Board.

Range 45 - \$903 - \$1714 Bi-weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

17. Request to hear New Business. **NONE.**

NEXT PERSONNEL BOARD MEETING: Monday, May 4, 2015 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.